

UNITED STATES DEPARTMENT OF AGRICULTURE

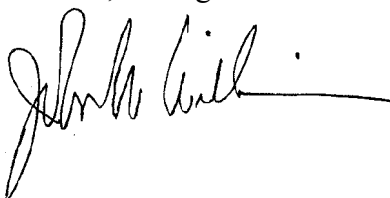
Farm Service Agency
Washington, DC 20250

Notice AO-1191

For: State and County Office Employees

Announcing the Support Services Bureau (SSB)

Approved by: Acting Deputy Administrator, Management



1 SSB Information

A

Background

Currently there are 3 separate administrative structures that provide administrative support (information technology, financial management, management services, civil rights, and human resources) to FFAS, RD, and NRCS.

On February 3, 1999, Secretary Glickman approved the creation of a new organization, the Support Services Bureau, a single, converged organization to provide these administrative functions.

B

Purpose

This notice advises County Office employees that SSB will begin to provide administrative support on October 1, 1999.

C

Website

Employees may visit the SSB website "<http://www.info.usda.gov/ssb>" for complete information and biweekly updates on the implementation of SSB.

Employees may also FAX any questions they may have about the new organization and transition to 202-720-0372. Answers will be posted periodically on the website under "FAQ" (frequently asked questions).

Disposal Date

October 1, 1999

Distribution

State Offices; State Offices relay to County Offices; 1 to each employee